

THERE IS A MENU OF PASSPORT INFORMATION AVAILABLE FOR PASSPORT BOOKS AND PASSPORT CARDS AT - www.travel.state.gov

MONROE COUNTY OFFICE OF PROTHONOTARY

George J. Warden, Prothonotary

7th & Monroe Streets

Stroudsburg, PA 18360

(570) 517-3370 www.travel.state.gov

Office Hours **9:00 a.m. to 4:00 p.m.** Monday through Friday

If your application is completed by 2:00 p.m. it will be mailed the same day,
After 2:00p.m, it will be mailed the next working day.

CHECKLIST FOR APPLYING FOR A U.S. PASSPORT

WHEN you come in to apply for your U.S. Passport you will need the following items:

1. **PROOF OF CITIZENSHIP** your birth certificate from the Department of Vital Statistics from the state in which you were born, with the raised seal of the state or Original Naturalization papers whichever applies. **(HOSPITAL CERTIFICATES ARE NOT ACCEPTABLE)**
U.S. Department of State requires ALL birth certificates to contain the parents' names.
2. **SOCIAL SECURITY NUMBER** must be on all applications – including children.
3. **IDENTIFICATION** Proof of identity, i.e. Pennsylvania driver's license, valid at least 3 months or more, or other Pennsylvania State issued ID. Identification must bear both the signature and photograph of the applicant.
4. **PASSPORT PHOTOS** One passport photo (2 X 2 in size) **Photographs must be clear, front view, full face with plain white or off white background- NO SCHOOL PHOTOS – NO COLOR PRINTER PHOTOS ACCEPTABLE.**
5. **FEES** A check or money order to **U.S. DEPARTMENT OF STATE**
(US Department of State changed the rates effective July 13, 2010)

******PLEASE SEE ATTACHED FOR FEE CHARTS******

**** Routine Processing time is approximately four (4) weeks to six (6) weeks ****

6. **IN OFFICE FEE** Local processing fee of **\$25.00, cash only.**
7. **Do NOT sign** the application or attach anything to it. If you pre sign your application you will have to file out an new application. **ALL APPLICANTS MUST APPEAR IN PERSON.**
8. Children **under the age of 16** must have both parents or legal guardians present (**with original court order or certified copy**) to sign the passport application or the required documentation signed and notarized (form DS-3053) as stated on information sheet.
9. **PASSPORT CARD** is valid for land or sea travel to Mexico, Canada, Bermuda and the Caribbean ONLY. Passport Card is NOT valid for air travel to any destination.



UNITED STATES PASSPORT FEES

FOR USE BY PASSPORT APPLICATION ACCEPTANCE FACILITIES

ADULT APPLICANTS (Age 16 Years and Older)

What are you applying for?	Use Form	Application Fee	Acceptance Fee (Execution Fee)	Total
First-time Adult Passport Book	DS-11	\$110	\$25	\$135
First-time Adult Passport Card A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.	DS-11	\$30	\$25	\$55
First-time Adult Passport Book & Card	DS-11	\$140	\$25	\$165

Payment Instructions: The application fee is paid directly to the Department of State. The Acceptance/Execution fee is paid directly to the acceptance facility. Two separate payments are required.

MINOR APPLICANTS (Under Age 16)

What are you applying for?	Use Form	Application Fee	Acceptance Fee (Execution Fee)	Total
Minor Passport Book	DS-11	\$80	\$25	\$105
Minor Passport Card A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.	DS-11	\$15	\$25	\$40
Minor Passport Book & Card	DS-11	\$95	\$25	\$120

Payment Instructions: The application fee is paid directly to the Department of State. The Acceptance/Execution fee is paid directly to the acceptance facility. Two separate payments are required.

OTHER FEES

Expedite Fee	Paid per application, in addition to required fees directly to the Department of State. Provides faster processing than routine service.	\$60
Overnight Delivery	Paid per application directly to the Department of State. Overnight delivery service applies to the delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards.	\$14.85
File Search Fee	Paid directly to the Department of State. A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit Form DS-11 and a written request for a file search.	\$150

Submitting incorrect passport fees could delay the processing of your application. For further information regarding passport application fees, please contact the National Passport Information Center at 1-877-487-2778, TDD/TTY: 1-888-874-7793.

Updated March 2014



Passport Fees

U.S. Passport Book			
	Passport Fee	Expedite Fee	Total Applicant Fee Payable to Department of State
Adults First Time (age 16 and over)	\$135	\$60	\$195
Adults Renewal (applying with DS-82)	\$110	\$60	\$170
Minors (under age 16)	\$105	\$60	\$165
U.S. Passport Card			
	Passport Fee	Expedite Fee	Total Applicant Fee Payable to Department of State
Adults First Time (age 16 and over)	\$55	\$60	\$115
Adults Renewal (applying with DS-82)	\$30	\$60	\$90
Minors (under age 16)	\$40	\$60	\$100
Optional Service Fees <i>Paid to the Department of State</i>			
Overnight Delivery Return Fee <i>(Passport Book <u>Only</u>)</i>			\$14.85
Additional Visa Pages			\$82
File Search Fee			\$150